



ADMINISTRATIVE  
MANAGEMENT  
SOCIETY • WILLOW GROVE, PA. • 19090

March 25, 1966

Mr. Emmett D. Echols  
Director of Personnel  
Central Intelligence Agency  
Washington, D. C. 20415


#### AMS PAPERWORK MANAGEMENT AWARDS

The Officers and Directors of the Administrative Management Society are pleased to announce the second in a series of annual awards for outstanding leadership and professional excellence in promoting effective management of paperwork in the Federal Government.

On the occasion of the first Federal Paperwork Management Award Ceremony, September 28, 1965, Mr. John W. Macy, Jr., Chairman of the U. S. Civil Service Commission, said "These outstanding accomplishments need to be identified and held up as examples that will inspire and encourage the efforts of others toward additional improvements and progress in paperwork management."

Twenty-two Federal Agencies submitted nominees for the award in 1965. Six of the candidates received the Administrative Management Society's plaque. This year we hope that even more agencies will participate. The Society sincerely believes that this program is a most important means for focusing attention on one of our critical areas of management.

It is our sincere hope that your agency will have a nominee this year. Details concerning the award are enclosed. A supply of the poster to publicize the award is being sent to you under separate cover.

  
ROBERT C. WALTER, EXECUTIVE DIRECTOR

*Second Annual*  
*Federal Paperwork Management Award*

*Presentation of the*  
*Administrative Management Society*

. . . Award to one or more employees of the Federal Government for Outstanding Leadership and Professional Excellence in Promoting Effective Management of Paperwork in the Federal Government.

*"These outstanding accomplishments need to be identified and held up as examples that will inspire and encourage the efforts of others toward additional improvements and progress in paperwork management."*

JOHN W. MACY, JR., Chairman,  
U. S. Civil Service Commission

*Nominations: By July 1, 1966*

*Award Presentation: Sept. 27, 1966*

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FOR DETAILS CHECK WITH YOUR PERSONNEL OFFICE.

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SECOND ANNUAL AWARD BY ADMINISTRATIVE MANAGEMENT SOCIETY  
FOR  
PAPERWORK MANAGEMENT IN THE FEDERAL GOVERNMENT

Purpose: An annual award to one or more employees of the Federal Government. The purpose of the awards is to establish impetus for the continuance of outstanding leadership and professional excellence of paperwork in the Federal Government.

"Paperwork" covers the totality of records activities from creation, through arrangement and use, to final destruction. It covers every type of recording media.

Eligibility: All employees of the Legislative, Judicial, and Executive Branches of the Federal Government are eligible.

Nominations: In the Executive Branch, one nomination will be submitted by a Department or Independent Agency.

Submission of Nominations: Nominations should follow the pattern outlined below:

1. Biographical Sketch of Nominee.
2. Description of Accomplishment-- Describe in terms of internal-agency, multi-agency, or Government-wide impact. If work or contribution involves Government paperwork as it affects the public and industry, this too should be covered.
3. Results-- Describe separately both achieved and anticipated results. When possible results should be expressed in terms of dollar savings, equipment savings, or other measurable returns such as new or expanded services, decreased time requirements, and increased management capabilities. Also, cover intangible benefits when important.

Presentation of Award: Awards will be presented at a dinner meeting of the Administrative Management Society in Washington, D. C., September 27, 1966.

**FEDERAL PAPERWORK MANAGEMENT AWARD**

**Presented by the Administrative Management Society**

**1965 AWARDS RECIPIENTS**

**Mr. Sam C. Beckley - Director, Paperwork Management Service,  
Veterans Administration**

**Mr. Edwin G. Callahan - Assistant Commissioner, Federal Housing  
Administration, Housing and Home Finance Agency**

**Mr. Marden D. Kimball - Director, Administrative Services Division,  
Agricultural Stabilization and Conservation Service, U.S.  
Department of Agriculture**

**Mr. Thomas J. Pugliese - Chief, Records Management Branch, U.S.  
Atomic Energy Commission**

**Mr. Edward Rosse - Supervisory Management Analyst, Social  
Security Administration, Department of Health, Education  
and Welfare**

**Mr. Donald J. Simon - Chief, Division of Records Management,  
Department of State**

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